VersaCheck®

Silver Express 2007

Software Quick Start

Installing VersaCheck Software:

1. Disable any virus protection software on your computer; restart your computer if necessary.
2. Windows 98 and Windows ME users: G7 recommends that you update your operating system files before installing VersaCheck. Go to: http://v4.windowsupdate.microsoft.com/en/default.asp and click on 'Scan for Updates.' Download all files recommended by Microsoft® and restart your computer.
3. Insert the DVD into your DVD drive and follow the steps of the installation wizard. If the install wizard does not open automatically, select Run from the Windows Start menu and type: D:\autorun.exe, if D is your DVD drive.
4. After installation, click the "VersaCheck" icon to launch your program.

User's Manual

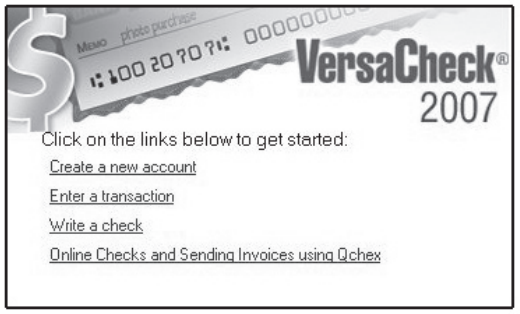
VersaCheck contains "Quick Training Courses". The VersaCheck User's Manual is in electronic format and is found in the **Help** files on the main tool bar.

Click on **Help**, **Contents**, then select a topic of interest. Additionally, obtain instructions for a specific feature by clicking on **Help** then **Current Window**; by clicking on the Help button located throughout the program; or by pressing the F1 key.

Getting Started:

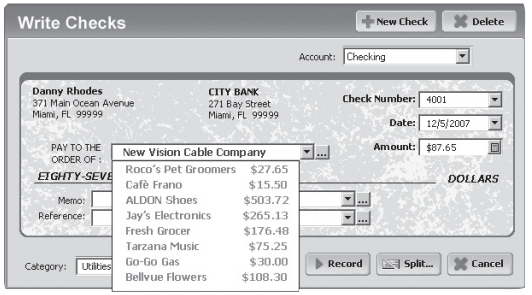
STEP 1: Have an existing pre-printed blank check from your bank with your bank information and (at the bottom of the check) MICR line.

STEP 2: Set up an account and checkbook.
You must first set up an account to write and print checks. From the Getting Started screen, click on **Create** a new account. This will launch a 3-step new account wizard. Complete all entries and click on "**Finish**." Answer "**Yes**" when prompted with "Would you like to edit the checkbook of this account?" This will launch a 5-step Checkbook Information wizard. Click on the **Help** button for detailed instructions.



STEP 3: Write, print or send checks by email.
Click on the **Write Checks** button, select the account to draw the check from in the drop-down menu in the upper left-hand corner. Simply fill out the fields of the on-screen check. Before recording a transaction, select "**Send**" or "**Print**" from the check number field to designate whether you would like to print locally or deliver checks online. Click on **Record** and your check will be placed in the register. To print checks, checkbook covers and deposit slips, click on **Print** from the **File** menu. Click **Send Checks** to have checks sent for you by U.S. mail or electronically using **iVersaCheck.com.**

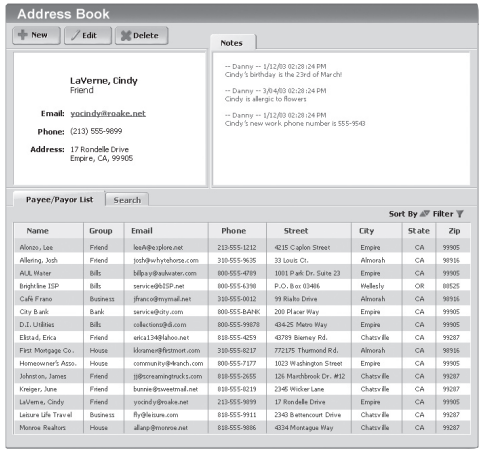
Step 3 continued...



Highlights of Other Features:

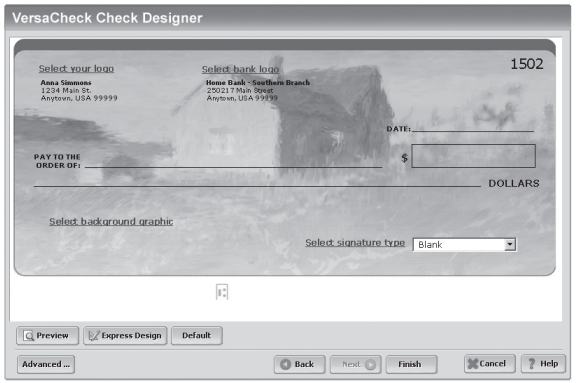
Print checks to fill in by hand: Print compatible pre-printed checks from VersaCheck's built-in templates which replace costly pre-printed check styles available through mail order suppliers.

Set up your own payee list: VersaCheck Silver Express allows you to track up to 20 payees in a simple-to-use list. Click on the **Address Book** button, click on **New** and enter the payee's contact information. Classify your payees as business, family, friends, or create your own categories.



Silver 2007 Continued...

Express Check Designer™: For easy check template customization! From existing templates, edit text (font styles and sizes), modify and move existing objects. This feature can be accessed from step 5 of 5 in the **Edit Checkbook** feature. Additional instructions can be located in the **Help** files.



VersaCheck®

Send, Receive, and Process Payments on the Internet: Click on the **VersaCheck Online** icon, and follow the steps to take advantage of VersaCheck features and more – all online! Send someone a check via U.S. mail or electronically using IVersaCheck.com. Now you can eliminate postage, handling and saving time and money!

FREE CUSTOMER SUPPORT

By phone: 1-800-303-2620

Online: http://support.g7ps.com

REGISTER ONLINE
INSTANTLY & CONVENIENTLY!

During software installation, you will be prompted to enter your registration information. Fill out the registration screens and register by selecting the "**Internet**" registration check box at the end of the session.

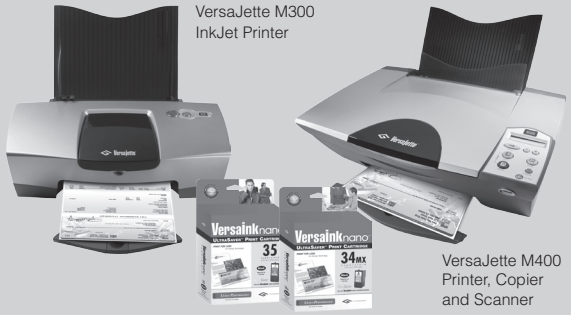
You may also register online by visiting:
www.g7ps.com/register

To register by mail select the "**mail**" registration check box and print out a completed registration form at your desktop, or send in a 3x5 card with your name, address, email address, phone/fax number, your product serial number and software version.

Mail to: Product Registration
P.O. Box 270459, San Diego, CA 92198

TIRED OF THIRSTY INKJETS?

Use VersaCheck software with the new VersaJette™ inkjet family and revolutionary VersaInk-nano™ for efficient and precise results every time!



www.versajette.com

STAY UP TO DATE AND PREPARED

Use VersaCheck to access program updates and order blank check stock and supplies. Never run out of checks again!

With VersaCheck's **Recycle4Dollars** program you can earn extra cash and protect the environment by recycling empty inkjet and laser cartridges.

©2006 G7 Productivity Systems, Inc. All trademarks and company names are the property of their respective owners. Quicken® and QuickBooks® are registered trademarks of Intuit Inc. Intuit is not affiliated or associated with VersaCheck® or G7 Productivity Systems. Offers, terms and conditions subject to change without notice. 1/06

G7 Productivity Systems
P.O. Box 270459
San Diego, CA 92198
Tel: (858) 675-1095
Fax: (858) 675-0579
Email: sales@g7ps.com

www.versacheck.com
www.Recycle4Dollars.com

Infinity BusinessCards™ & PROLABELS 8.5

SOFTWARE QUICK START

Installing Infinity BusinessCards & ProLabels 8.5

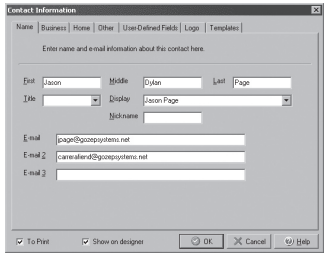
Disable any virus protection software on your computer and be sure to close any running applications (email, browser, etc.). Re-start your system if necessary. Insert CD into your CD-ROM drive and follow the steps of the onscreen Install Wizard. If the Install Wizard does not open automatically, select Run from the Windows Start menu and type **D:\autorun.exe** *or* **D:\setup.exe** to start the install wizard.

After installation, click on the "**Infinity Business-Cards & ProLabels 8.5**" icon to launch program.

STEP 1 - CONTACT MANAGER:

Enter company names, contact names, business, home, fax, and mobile phone numbers, email addresses or store a logo per contact. This information can be automatically entered in project layouts using the Field Text Properties function.

· Close Getting Started window and Tips and Tricks window.
· Click **Data** at the top menu.
· Click **Contact Manager**.
· Click **New**.
· Type data in the appropriate fields from the Contact Information menus.
· Click **OK** to close the window when finished.

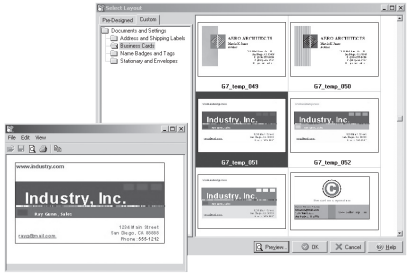


Tips and Tricks for the Contact Manager

If you need to create multiple contacts with similar information (address and phone number) in your Contact Manager, enter the first contact and then click "**New from Current**" to change the relevant information for the next record. It's quick and easy!

STEP 2 - CREATE A NEW DOCUMENT FROM PRE-DESIGNED LAYOUT:

· Click **File**, then click **Getting Started**.
· Click **Create a New Document from Pre-Designed Layout**.
· **Select** appropriate project folder: Address and Shipping Labels, Business Cards, Name Badges and Tags, or Stationery and Envelopes.
· ***To enlarge*** a Pre-Designed Layout click on **Preview**.
· Double click to select a pre-designed layout to edit.
· To ***enter text*** from the Contact Manager, click **Display Contact** (on the special menu bar) to display contact names.



· Click on the desired person or business and then click **OK**. The information is automatically entered into the data fields.
· Delete any unused fields.
· Click **Save** for reuse at a later date.
· Follow the step-by-step instructions for printing and your project is finished.

Tips and Tricks for Modifying a Pre-Designed Layout

Tip 1 - Easily ***add your own text*** to your layout:
· Click **Insert Text** and click on layout and a text box automatically appears.
· Type in desired text.
· Click outside the box to continue.

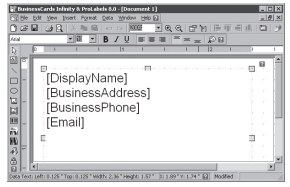
Tip 1a - ***Change font, font size, font style, color and alignment*** from the Insert Text option:
· Double-click on the text to make a box.
· Highlight text you wish to modify.
· Use top menu options to modify text color, font and font size.

Tip 1b - ***Borders and Backgrounds:***
· Click on **Text**.
· Click **Format** and **Object Properties** for menu.

Tip 2 - ***Add your own Field Text from the Contact Manager:***
· Click **[A] Insert Field Text** on the side menu and click on your layout to access the Field Text Properties window.
· Click **Data**, then click **Field Name**. Choose any additional fields you wanted included in your layout.

Tip 2 continued...
· Click **OK** and the data will automatically be entered from the Contact Manager.
· Click once outside the box to continue.

Tip 2a - ***Change font, font size, font style, color and alignment*** from **[A]** function:
· Double-click on the text box to access the **Field** Text Properties window.
· Click **Data**.
· Click **Font** and modify as desired.



Tip 3 - ***To Reposition:***
· Single click on the text or graphics and hold down left mouse button ***to reposition*** on the layout.

STEP 3 - CREATE A NEW DOCUMENT FROM SCRATCH:

· Click **Create a New Document From Scratch!**
· Select the type of document you wish to create from the list provided or click G7PS-General Purpose Labels for additional selections. Click on your selection and click **OK**.
· A blank canvas will be displayed.
· ***To add a background or image*** click on **Insert Image** and single click in the box and the **Image Properties** screen will appear.
· Click **Picture** and **Browse** for a list of graphics and backgrounds - see display on the right-hand side.
· Click **Open** and the selected graphic or background appears in the Image Properties screen where additional modification options are available.
· Click **OK** when ready to insert into document.
· Single click on the text or graphics and hold down left mouse button ***to reposition*** on the layout.
· Place arrow on anchor points to enlarge or reduce backgrounds, graphics and text boxes.
· ***Add your own Field Text*** from the Contact Manager.
· Click **[A] Insert Field Text** on the side menu and click on your layout to access the Field Text Properties window.
· Click **Data** then click **Field Name**. Choose any additional fields you want included on your layout.
· Click **OK** and the data will automatically be entered from the Contact Manager.
· Click once outside text box to continue.
· ***To add your own text*** to your layout click **Insert Text**.
· Click on layout and a text box automatically appears.
· Type in desired text.

Step 3 continued...

· Click **Save** when you finish modifying the layout for reuse at a later date,
· Follow the step-by-step instructions for printing.

Tips and Tricks

· ***Open files*** with **Control + O**.
· ***Open*** the ***Select Template Window*** with **Control + N**.
· Click the **F1 Key** to open the ***Help Files*** for the screen or window that is currently open.
· ***To delete*** an object from your design screen, click mouse on the object and press **Delete Key**.
· ***Undo*** last action by holding down the **Alt Key** and **Backspace Key** or **Control + Z**.
· ***Resize*** an object by holding down the **Shift Key** and pressing 1 of the 4 **Arrow Keys**.
· ***To move*** an object 1 pixel at a time, hold down the **Control Key** and press 1 of the 4 **Arrow Keys**.
· ***To reposition***, hold the **Shift Key** down and **left click** the mouse on data boxes. Next click on specific alignment box.
· ***To change the details*** about any object in your design, **right click** the object and click on **Format**, select **Object Properties** to modify the object.
· **Alt + Enter** opens the ***Object Properties*** dialog box for the selected object.
· ***Rotate*** text or images after placed by opening the **Object Properties** dialog box and selecting the **rotate tab**.

TO GET YOUR FREE UPDATES ONLINE, REGISTER INSTANTLY AND CONVENIENTLY!

During installation of the program you will be prompted to enter your registration information. Fill out the registration screens and register instantly by selecting the "Internet" registration check box at the end of the session. Alternatively, you may select the "Mail" check box and print out a completed registration form at your desktop. Fold the form and mail it to G7 using the enclosed return envelope.

You may also register Online by visiting www.g7ps.com/register or send in a 3x5 card with your name, address, email address, phone/fax number, your product serial number and version.

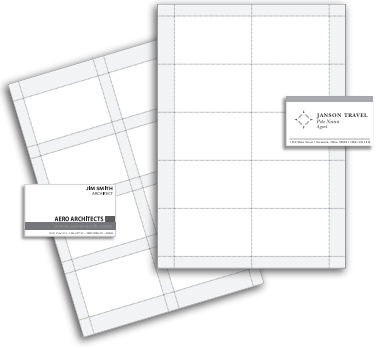
Mail to: **Product Registration, P.O. Box 270459, San Diego, CA 92198**

G7 Productivity Systems
P.O. Box 270459 San Diego, CA 92198
Tel: (858) 675-1095 Fax: (858) 675-0579
Email: sales@g7ps.com

www.g7ps.com www.Recycle 4 Dollars.com

Infinity BUSINESS CARDS & LABELS

HIGH QUALITY AT A GREAT LOW PRICE!

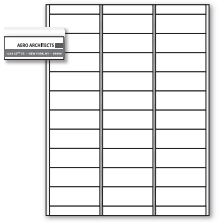


Premium Business Cards
G78371
$29.99
1,000 Business Cards
High Quality
Clean-Edge Perforations
2" x 3-1/2" Cards
100 Sheets / 10 Per Sheet
Color: Arctic White
GVC/106479

Glossy Edge-to-Edge Business Cards
G78373
$29.99
400 Business Cards
Photo Quality
Clean-Edge Perforations
2" x 3-1/2" Cards
50 Sheets / 8 Per Sheet
Color: Arctic White
GVC/106486

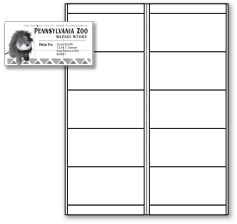
Infinity Business Cards and Labels are available at most major computer retailers and office supply superstores or Online at: www.g7ps.com

Mailing Labels G75160
$19.99
3,000 Labels 1" x 2-5/8"
30 Per Sheet - 100 Sheets
GLB/106004



Mailing Labels G75162
$19.99
1,400 Labels 1-1/3" x 4"
14 Per Sheet - 100 Sheets
GLB/106011

Shipping Labels G75163
$19.99
1,000 Labels 2" x 4"
10 Per Sheet - 100 Sheets
GLB/106028



Create your own ID Badge Security System with included IDScape feature!

PLUS!

Use **IDScape** to encode contact information into a barcode that can be scanned and imported into Outlook® , Act!™, Access, SQL, ODBC compliant data sources, and more!

idscape™

ID SCAPE TECHNOLOGY
IDScape is a system that encodes pertinent employee information into a secure barcode. Create your company's official expandable security system at an affordable cost.

© 2006 G7 Productivity Systems, Inc. All rights Reserved. Trademarks and company names are the property of their respective owners.

SmartInvoice™ & Estimates 8.0

Software Quick Start

See the tutorial in the help file for step-by-step instructions on setting up accounts, contacts and inventory lists and how to get started creating invoices

Install VersaCheck SmartInvoice

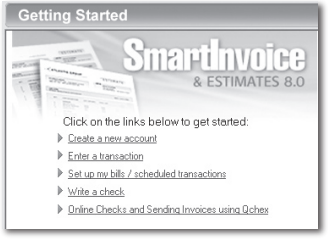
Disable any virus protection software on your computer and restart your system if necessary. Insert the VersaCheck SmartInvoice CD into the CD-ROM drive. (If the install wizard does not open automatically, select Run from the Start menu and type D:\setup.exe, or applicable drive letter) Follow the steps of the install wizard.

Start Your Program

Click on the "SmartInvoice 8.0" icon to open your program.

Set Up an Account

First set up one or more accounts from which you can create invoices and to make payments, deposits, or transfers. Select "Create a New Account" from the Getting Started screen and select Bank, Cash, Credit Card, Invoicing, Money Market, Other Asset, Other Liability, or Sales Tax as the type and complete the simple two-step account wizard.


Getting Started
SmartInvoice
& ESTIMATES 8.0
Click on the links below to get started:
Create a new account
Enter a transaction
Set up my bills / scheduled transactions
Write a check
Online Checks and Sending Invoices using Qchex

Getting Started Screen

The *Getting Started* screen gives you a quick overview of some of the main features of VersaCheck SmartInvoice, including:

- **My Favorite Accounts:** Allows you to view current balances on your most used accounts.
- **Quick Links:** A short list of links to some of the most commonly used features in SmartInvoice.
- **Scheduled Transactions:** An overview of your transaction schedule for payments, deposits, etc.

The main Navigation Panel that appears on the left-hand side of the screen has two menus, General and Business, that allow you to quickly navigate throughout SmartInvoice's many features.

Generate Invoices, Estimates, Purchases Orders & Statements

VersaCheck SmartInvoice lets you quickly create and manage invoices, estimates and purchase orders, and allows you to send them online with quick payment options for your customers. Track customer payment histories and manage inventory against vendor's bills.

Create a new account from the My Accounts screen and select Invoicing as the account type. Double click on the Invoice account to open the transaction register for the new account. You can create a new invoice by clicking the New button or by selecting New Invoice from the Business menu. Once you have created an estimate, you can quickly convert it to an invoice by clicking on the Convert to Invoice button. Customer payments can be tracked easily by selecting the Customer Payment option in the Business menu.

Create a purchase order by selecting New Purchase Order from the Business menu. Selecting Vendor's Bills from the Business Menu will allow you to track payment on bills and purchase orders, as well as tracking inventory on hand when shipments are received.

You can quickly and easily print out a statement to send to customers based on any of the invoices you create. From the File menu select Print > Customer Statements... to open the Print Customer Statements wizard. Select whether to print a particular customer's statement, all unpaid statements, or overdue statements. Choose the template to use for printing the statement or edit your own and then preview and print.

Receive Payments by Online Check

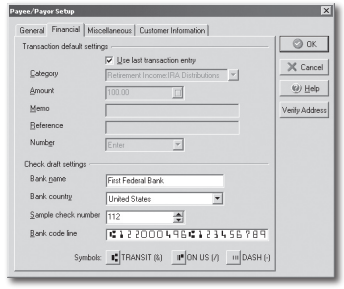
VersaCheck SmartInvoice lets you choose between printing, emailing or uploading invoices that you create. For invoices you upload or email you can choose to direct customers to pay you by integrated online check delivery service, Qchex.com. From the Invoice dialog box click Upload or Send and then choose the Payment Methods tab. Include links to your online check service account, or link to PayPal for customer payment. The invoice will arrive with links that take the customer directly to your account for making the payment.

Seamlessly Integrates with Quicken®, QuickBooks®, Money and Others!

Export or import files following the instructions from your accounting program's user guide. From the File menu in SmartInvoice select Import and click on Invoices, then select the file type to import. Enter the name or location of the file in the dialog box. Choose the source you would like the file associated with and what dates to filter. Select which account to import the invoice to and which sales tax account to use. Choose a form template from the drop-down menu and click Finish.

Create Check Drafts & Schedule Payments

Receive and print check payments in seconds! Click on Address Book, click New and select the Financial tab. Enter the payor's check account information at the bottom of the dialog box. To create and print the check draft click on the Check Collection icon on the left-hand menu bar under Business. Select the payor from the drop-down Payor list, then complete the date and amount check fields and click on Print. The check is ready for deposit! You can easily schedule and automate future or recurring check drafts by opening the Scheduled Transactions dialog and selecting Check Draft.



Set Up Your Address Book

VersaCheck SmartInvoice allows you to track all of your customers and vendors in a simple-to-use list. From the Address Book screen click the New icon and enter the contact information. Classify your contacts as bills, business, family, friends, or create your own categories.

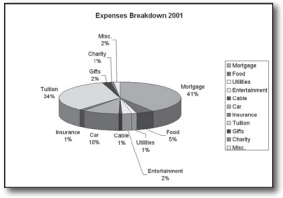
Schedule Future Bills & Transactions

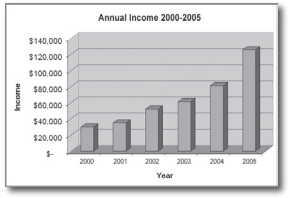
Click the New icon to set up the type of future transaction, which account it relates to, amounts, splits, and whether the transaction is a one-time action or will be recurring on a schedule.

Create Reports & Graphs

Click on Reports from the Menu Bar at the top of the screen, then select Reports and Graphs from the drop-down menu. Choose the type of report to generate. SmartInvoice creates bar and pie charts corresponding with your data.

Create Reports & Graphs continued...





TIRED OF THIRSTY INKJETS?

Use VersaCheck software with the new VersaJette™ inkjet family and revolutionary VersaInk-nano™ for efficient and precise results everytime!

www.versajette.com

Register Instantly & Conveniently

During installation of the program you will be prompted to enter your registration information. Fill out the registration screens and register instantly by selecting the “Internet” registration check box at the end of the session. Alternatively, you may select the “Mail” check box and print out a completed registration form at your desktop. Fold the form and mail it to G7 using the enclosed return envelope.

You may also register online by visiting www.g7ps.com/register, or send in a 3x5 card with your name, address, e-mail address, phone/fax number and your product serial number and version.

Mail to:

Product Registration, PO Box 270459, San Diego, CA 92198

Technical Support: http://support.g7ps.com

G7 Productivity Systems

P.O. Box 270459
San Diego, CA 92198
Tel: (858) 675-1095
Fax: (858) 675-0579
Email: sales@g7ps.com

www.versacheck.com

Software License Agreement:

By opening the accompanying package containing the G7 Productivity Systems, Inc. and/or TPDP (defined below) (“G7”) software product in object code form (the “Software” or “Program”), you will acquire a license to use the Software and materials in accordance with the terms and any updates or maintenance releases thereto, and subject to the restrictions, contained in this license.

BEFORE OPENING THE PACKAGE CONTAINING THE SOFTWARE, PLEASE CAREFULLY READ THIS LICENSE AGREEMENT, WHICH CONTAINS THE TERMS AND CONDITIONS UNDER WHICH YOU ARE ACQUIRING A LICENSE TO USE THE SOFTWARE. IF YOU DO NOT ACCEPT THE TERMS AND CONDITIONS OF THE LICENSE AGREEMENT, PLEASE RETURN THE SOFTWARE AND PACKAGING AND ALL OTHER MATERIALS PROMPTLY TO THE PLACE OF PURCHASE FOR A FULL REFUND OF THE LICENSE FEE PAID FOR IT. IF YOU OPEN THIS PACKAGE, YOU WILL BE ACQUIRING A LICENSE TO USE THE SOFTWARE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS LICENSE, AND YOU WILL HAVE ACCEPTED AND AGREED TO THESE TERMS AND CONDITIONS.

1. License

In consideration of the payment of the license fee, which is part of the price you paid for this program, G7 is authorized to grant to you a non-exclusive license to use and display this copy of the Program and the enclosed materials, subject to the following terms and conditions: The copyright and all other right, title and interest in the Program and materials shall at all times remain with G7 or its authorized third party technology development partners (collectively, “TPDP”). Physical copies of the Program remain the property of G7 and such copies are deemed to be on loan during the term of this Agreement. You must fully reproduce any copyright or other notice marked on any part of the Program on all copies and must not alter or remove any such copyright or other notice on the original copy of the Program. G7 and its TPDPs reserve all rights not expressly granted to you.

2. Permitted Uses

You may:
(a) use the Program on any single computer at a single location.
(b) make one copy of the Program in machine-readable form, for backup purposes only.
(c) Transfer your right to use the Program to a third party, provided you assign all your rights under this Agreement, cease all use of the Program and notify us of the name and address of the other party, and the other party agrees to accept the terms and conditions of this agreement.

You may not:
(i) sublease, lease, sell, distribute, rent or grant other rights to the Program;
(ii) provide use of the Program in a computer service business, network, time-sharing, interactive cable television, multiple-CPU or multiple-user arrangement to users who are not individually licensed by G7;
(iii) make copies of any materials provided, except as provided in Section 2 above;
(iv) sell forms or other materials generated in conjunction with the Program to third parties(please contact G7 directly if you wish to be licensed to create a forms based business solution for your customers using G7 software);
(v) translate, reverse-engineer, decompile or disassemble any part of the Program; or(vi) modify or adapt, or create derivative works based on, any part of the Program.

3. Registered User

Upon receipt by G7 Registration by U.S. mail, signed by you, or after completion and submission of the online registration form at http://www.G7ps.com/register, you will be registered as a user of the Program. Registered users are entitled to the applicable G7 online support plan from the date they registered the software.

4. Limited Warranty

For a period of 30 days from the date you acquired your copy of the Program, G7 warrants that: the Compact Disks (“CD’s”) are not defective, and the Program is properly recorded on them.

YOUR SOLE REMEDY UNDER THIS LIMITED WARRANTY IS TO RETURN, WITHIN THE WARRANTY PERIOD, THE DEFECTIVE CD FOR REPLACEMENT. THIS LIMITED WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS, EXPRESS OR IMPLIED, WRITTEN OR ORAL, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABLE QUALITY, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND THOSE ARISING BY STATUTE OR FROM A COURSE OF DEALING OR USAGE OF TRADE. G7 PRODUCTIVITY SYSTEMS DOES NOT WARRANT THAT THE PROGRAM WILL BE ERROR-FREE OR THAT ITS OPERATION WILL BE UNINTERRUPTED. EXCEPT AS PROVIDED ABOVE, THIS SOFTWARE AND ANY RELATED SERVICES ARE PROVIDED “AS-IS”, AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, G7 DISCLAIMS ALL OTHER REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, REGARDING THIS SOFTWARE, DISK(S), RELATED MATERIALS AND ANY SERVICES, INCLUDING THEIR FITNESS FOR A PARTICULAR PURPOSE, THEIR QUALITY, THEIR MERCHANTABILITY, OR THEIR NON-INFRINGEMENT. G7 DOES NOT WARRANT THAT THE SOFTWARE IS FREE FROM BUGS, VIRUSES, ERRORS, OR OTHER PROGRAM LIMITATIONS, NOR DOES G7 WARRANT ACCESS TO THE INTERNET OR ANY OTHER SERVICE THROUGH THE SOFTWARE. THE WARRANTIES IN THIS AGREEMENT GIVE YOU SPECIFIC LEGAL RIGHTS. YOU MAY HAVE OTHER RIGHTS, WHICH VARY FROM JURISDICTION TO JURISDICTION.

THE ENTIRE RISK AS TO THE RESULTS AND PERFORMANCE OF THE PROGRAM AND USE OF THE MATERIALS IS ASSUMED BY YOU. G7 SHALL NOT HAVE ANY LIABILITY TO YOU OR ANY OTHER PERSON OR ENTITY FROM ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES WHATSOEVER, INCLUDING BUT NOT LIMITED TO LOSS OF REVENUE OR PROFIT, LOST OR DAMAGED DATA, OR OTHER COMMERCIAL OR ECONOMIC LOSS, EVEN IF G7 HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES; NOR SHALL G7’s AGENTS, REPRESENTATIVES OR THIRD PARTY TECHNOLOGY DEVELOPMENT PARTNERS HAVE SUCH LIABILITY. G7’s MAXIMUM AGGREGATE LIABILITY TO YOU SHALL NOT EXCEED THE LICENSE FEE PAID BY YOU FOR THIS COPY OF THE PROGRAM.

5. Term

The license granted under this agreement shall remain in effect until terminated. You may terminate the license at any time. G7 may terminate the license due to your failure to comply with any of the provisions of this Agreement. Upon termination, you agree to return to G7 all copies of the Program and materials.

6. Government End Users

G7 Software is a “commercial item,” as that term is defined at 48 C.F.R. 2.101 (OCT 1995), consisting of “commercial computer software” and “commercial computer software documentation,” as such terms are used in 48 C.F.R. 12.212 (SEPT 1995). Consistent with 48 C.F.R. 12.212 and 48 C.F.R. 227-7202-1 through 227-7202-4 (JUNE 1995), all U.S. Government End Users acquire the G7 Software (or Licensed Product) with only those rights set forth herein. You acknowledge and agree that the G7 Software is subject to restrictions and controls imposed by the Export Administration Act and the Export Administration Regulations (“the Acts”). You agree and certify that neither the G7 Software nor any direct product thereof is being or will be used for any purpose prohibited by the Acts. You agree and certify that you are not a citizen or permanent resident of the following countries: Cuba, Iran, Iraq, North Korea, Libya, Sudan, Afghanistan or Syria.

7. Online Services

Qchex.com, USAplaza.com, G7PS.com and any other online services available through the Internet and accessible via selected G7 products (“Online Services”) are provided by G7. Financial services are provided by your financial institution or other third party, and not G7. In some versions of the G7 Software, access to Online Services can be through the optional use of a user name/password key pair (the “KEY”). Keys are kept under high security, but factors such as well-chosen password, physical security for your computer and proper safeguards when you use a network or the Internet are all important. Because most of these factors are beyond G7’s control, you agree that G7 is not liable for safeguarding your KEY data. You agree not to hold G7 liable for any loss or damage of any sort incurred as a result of any such dealings with any services provided by your financial institution or other third party. All Online Services are subject to change. The limitations of damages set forth above are fundamental elements of the basis of the bargain between G7 and you. G7 would not be able to have provided this product or services without such limitations.

8. Governing Law

This agreement shall be governed by and construed in accordance with the laws of the state of California, San Diego County.

9. Severability

If any provision of this Agreement is found to be invalid or unenforceable, such provision shall be severed from this Agreement and the remaining provisions shall remain in full force and effect.

10. Product Information

You agree that the preferred method of communication between you and G7 is via email, and G7 has the right to communicate up-to-date information, update notices and offerings, that are relevant for you as a G7 customer. You may elect to change your method of communication with G7 at any time, by contacting G7 .

©2006 G7 Productivity Systems, Inc. All trademarks and company names are the property of their respective owners. Quicken® and QuickBooks® are registered trademarks of Intuit Inc. Intuit is not affiliated or associated with VersaCheck® or G7 Productivity Systems.Offers, terms and conditions subject to change without notice. 01/06

Fortune GOLD 10.0

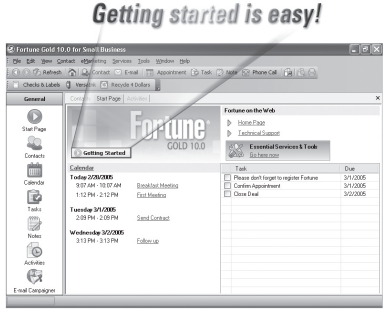
Quick Start Guide

Installing the Software:

1. Disable any virus protection software on your computer; restart your computer if necessary.
2. Windows 98 and Windows ME users: G7 recommends that you update your operating system files before installing VersaCheck. Go to: http://v4.windowsupdate.microsoft.com/en/default.asp and click on 'Scan for Updates.' Download all files recommended by Microsoft® and restart your computer.
3. Insert the CD into your CD-ROM drive and follow the steps of the installation wizard. If the install wizard does not open automatically, select Run from the Windows Start menu and type: D:\autorun.exe, if D is your CD-ROM drive.
4. After installation, click the "VersaCheck" icon to launch your program.

Getting Help:

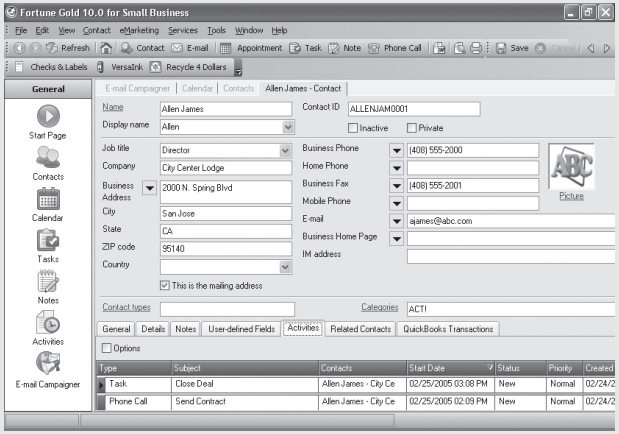
Hit the F1 key or click the Help button. Or to use the menu, click on Help, Contents, then select a topic of interest.



The Fortune Start Page is designed to give you a quick overview of information and easy access to several key features. At the top of the page is a button and several key links:

- **Getting Started (button):** This opens the Getting Started dialog box which allows you to quickly create a new contact, to import contacts from other software, and to register your Fortune software.

- **Home Page (link):** Links to the Fortune home page on the G7PS web site (http://www.g7ps.com).
- **Technical Support (link):** Links to the G7PS Technical Support page online (http://support.g7ps.com).
- **Essential Services & Tools (link):** Pops open a small submenu to order checks and labels, VersaInk or to access the Recycle4Dollars.com website.


Fortune Gold 10.0 for Small Business
File Edit View Contact eMarketing Services Tools Window Help
Refresh Contact E-mail Appointment Task Note Phone Call Save Cancel
Checks & Labels VersaInk Recycle 4 Dollars
General
Start Page
Contacts
Calendar
Tasks
Notes
Activities
E-mail Campaigner
E-mail Campaigner Calendar Contacts Allen James - Contact
Name Allen James
Contact ID ALLENJAM0001
Display name Allen
Inactive Private
Job title Director
Company City Center Lodge
Business Address 2000 N. Spring Blvd
City San Jose
State CA
ZIP code 95140
Country
Business Phone (408) 555-2000
Home Phone
Business Fax (408) 555-2001
Mobile Phone
E-mail ajames@abc.com
Business Home Page
IM address
Picture
This is the mailing address
Contact types
Categories ACT!
General Details Notes User-defined Fields Activities Related Contacts QuickBooks Transactions
Options
Type Subject Contacts Start Date Status Priority Created
Task Close Deal Allen James - City Ce 02/25/2005 03:08 PM New Normal 02/24/2
Phone Call Send Contract Allen James - City Ce 02/25/2005 02:09 PM New Normal 02/24/2

Setting Up An Appointment/Task/Phone Calls:

The 3 dialog boxes for New Appointment, New Task and New Phone Call are all the same in function and form.

New Appointment:
Click the Appointment button in the top icon bar or select New Appointment....from the main Contact menu.

New Task:
Click the Task button in the top icon bar or select New Task...from the main Contact menu.

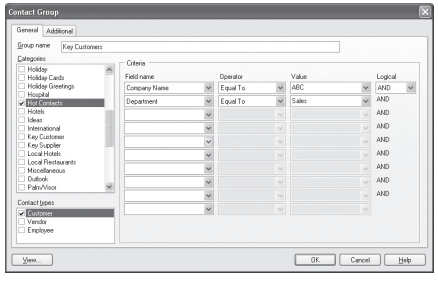
New Phone Call:
Click the Phone Call button in the top icon bar or select New Phone Call...from the main Contact menu.

Setting Up A Contact:

You can create a new contact by clicking the Contact icon at the top of the screen or by opening the main File menu and selecting New and then New Contact, or finally, by hitting Control + N keys on the keyboard.

Fortune 10 continued...

Clicking the Contacts link at the top of the window will open the Select Contact dialog box that allows you to select one or more contacts to attach to the appointment/task/phone call that you are creating/editing. Use the Subject drop-down menu to select what type of appointment or task you are selecting, or click the ellipsis button ("...") next to the drop-down to open the Subjects dialog if you need to create a new subject type.

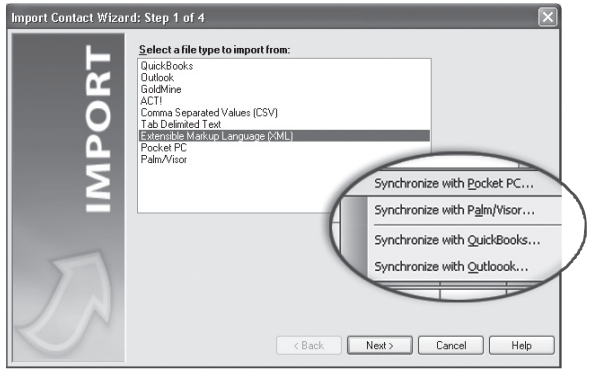


Password Protection:

You can set a password for your Fortune database to protect your information. From the main File menu select the option "Password..."

Synchronizing Data:

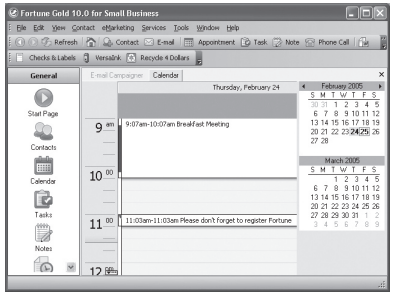
You can synchronize contact data with Fortune between Outlook®, QuickBooks®, Palm/Visor or Pocket PCs. From the main File menu select the option "Synchronize" and then "Synchronize with [PDA or software type]..."



Backup Database:

You can make a backup copy of your Fortune database file to safeguard your data. From the main File menu select the option "Backup..."

Importing/Exporting Data:



You can export contact data from Fortune. From the main File menu select the option "Import and Export..." and then "Export Contacts..." The Import Contact Wizard will allow you to import contact data from other data files. Click one of the file types to select which file type you want to import from. Calender lets you keep track of appointment, tasks and upcoming events.

Register Instantly and Conveniently:

During installation of the program you will be prompted to enter your registration information. Fill out the registration screens and register instantly by selecting the "Internet" registration check box at the end of the session. Alternatively, you may select the "Mail" check box and print out a completed registration form at your desktop. Fold the form and mail it to G7 using the enclosed return envelope.

You may also register online by visiting: www.g7ps.com/register, or send in a 3x5 card with your name, address, e-mail address, phone/fax number and your product serial number and version.

Mail to: Product Registration
P.O. Box 270459, San Diego, CA 92198

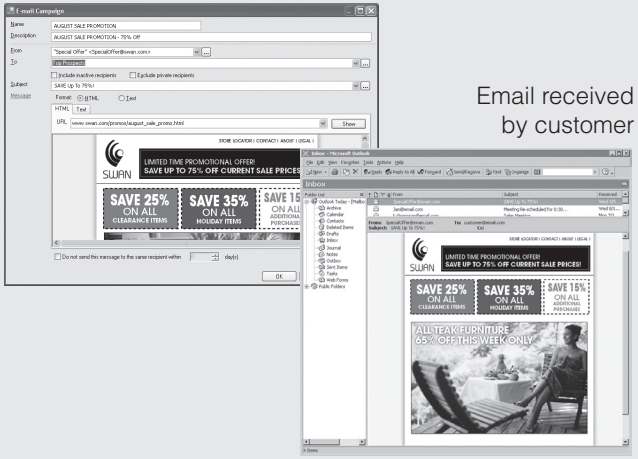
Tech Support: http://support.g7ps.com

Email Campaigner:

The E-mail Campaigner allows you to create, save and send e-mail campaigns, newsletters, group lists, etc. To open the main E-mail Campaigner screen click the E-mail Campaigner icon in the left-hand navigation pane or select E-mail Campaigner from the main View menu.

To create a new campaign, click the New Campaign button or select New E-mail Campaign... from the New section of the main File menu.

The Run Campaign window allows you to preview the e-mail for an e-mail campaign before sending. From the e-mail campaign screen click the Run icon in the main toolbar.


E-mail Campaign
SUJAN
LIMITED TIME PROMOTIONAL OFFER!
SAVE UP TO 75% OFF CURRENT SALE PRICES!
SAVE 25% ON ALL CLEARANCE ITEMS
SAVE 35% ON ALL HOLIDAY ITEMS
SAVE 15% ON ALL ADDITIONAL PURCHASES
ALL TEAK FURNITURE 65% OFF THIS WEEK ONLY

Email received by customer

G7 Productivity Systems
P.O. Box 270459
San Diego, CA 92198
Tel: (858) 675-1095
Fax: (858) 675-0579
Email: sales@g7ps.com
www.versacheck.com

©2006 G7 Productivity Systems, Inc. All trademarks and company names are the property of their respective owners. Quicken® and QuickBooks® are registered trademarks of Intuit, Inc. Intuit is not affiliated with VersaCheck® or G7 Productivity Systems. Offers, terms and conditions subject to change without notice. 01/06